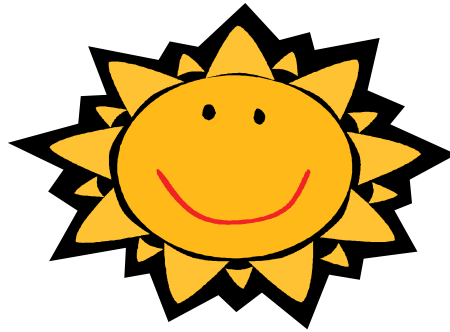


# **Daniel Boone Elementary**



***"Together We Shine"***

***Handbook and Calendar***  
***2009-2010***

## TABLE OF CONTENTS

<b>WELCOME</b> .....	<b>1</b>
<b>DANIEL BOONE SCHOOL HOURS</b> .....	<b>1</b>
<b>COMMUNICATION</b> .....	<b>1</b>
<b>DANIEL BOONE ELEMENTARY STAFF</b> .....	<b>2</b>
<b>ACADEMIC PROGRAMS</b> .....	<b>3</b>
<b>INSTRUCTION</b> .....	<b>4</b>
<b>GUIDANCE</b> .....	<b>4</b>
<b>PHYSICAL EDUCATION PROGRAM</b> .....	<b>4</b>
<b>RECESS/PLAYGROUND POLICIES</b> .....	<b>4</b>
<b>HOMEWORK</b> .....	<b>5</b>
<b>PARENT TEACHER CONFERENCES</b> .....	<b>5</b>
<b>REPORT CARDS</b> .....	<b>6</b>
<b>HEALTH ROOM</b> .....	<b>6</b>
<b>EMERGENCY CARDS</b> .....	<b>7</b>
<b>IMMUNIZATION POLICY</b> .....	<b>8</b>
<b>MEDICATION POLICY JHCD ADOPTED 2008</b> .....	<b>8</b>
<b>LICE POLICY</b> .....	<b>9</b>
<b>STUDENT ABSENCES AND EXCUSES JED ADOPTED 2008</b> .....	<b>10</b>
<b>EARLY DISMISSAL/TARDIES</b> .....	<b>13</b>

<b>PERFECT ATTENDANCE .....</b>	<b>13</b>
<b>WARREN COUNTY R-III STUDENT DISCIPLINE POLICY .....</b>	<b>13</b>
<b>GENERAL SCHOOL RULES.....</b>	<b>18</b>
<b>BUS REGULATIONS.....</b>	<b>18</b>
<b>CAFETERIA - BREAKFAST AND LUNCH .....</b>	<b>19</b>
<b>IN CASE OF BAD WEATHER.....</b>	<b>19</b>
<b>PICK UP AND DELIVERY OF STUDENTS OTHER THAN BY BUS.....</b>	<b>20</b>
<b>DRESS .....</b>	<b>20</b>
<b>VISITATION OF FRIENDS OR RELATIVES.....</b>	<b>21</b>
<b>TELEPHONE .....</b>	<b>21</b>
<b>LOST AND FOUND .....</b>	<b>21</b>
<b>BALLOONS, FLOWERS AND GIFTS .....</b>	<b>21</b>
<b>DIRECTORY ASSISTANCE .....</b>	<b>21</b>
<b>ROOM PARTIES.....</b>	<b>22</b>
<b>P.T.O. OFFICERS 2009-2010 .....</b>	<b>22</b>
<b>P.T.O. COMMITTEES.....</b>	<b>23</b>
<b>PUBLIC NOTICE .....</b>	<b>25</b>

## WELCOME

Welcome to Daniel Boone Elementary! We are sure you will have a memorable and exciting year. This handbook will provide answers to many of the commonly asked questions. If you have other questions, please contact the office and we will be glad to answer your questions and provide you the assistance you need.

## DANIEL BOONE SCHOOL HOURS

Students should not be at school before 7:45 a.m. unless they are eating breakfast at school.

7:35 am.....	Breakfast starts
7:45 am.....	Doors open
8:00 am.....	Classes begin
8:05 am.....	Tardy bell rings
11:00 - 12:15.....	Lunch periods
2:50 pm.....	School dismissed
After 7:55 a.m., breakfast will no longer be served.	

## COMMUNICATION

A monthly newsletter will be sent out to inform students and parents of upcoming school activities, meetings, and other important information. For specific information about the school district or an immediate response to questions, call 456-6905.

Superintendent .....	Dr. John Long	(ext. 1111)
Assistant Superintendent.....	Dr. Tom Jaeger	(ext. 1113)
Elementary Principal .....	Mr. Al Slusser	(ext. 5355)
Assistant Elementary Principal.....	Ms. Emily Wilson	(ext. 5360)
Elementary Counselor.....	Ms. Kim Gish	(ext. 5122)
Nurse.....	Ms. Laurie Jansen	(ext. 5359)
Special Services Director (Pre K – 12) .....	Ms. Jamie Smith	(ext. 3323)
Director of Transportation.....	Mr. Dan Polston	(ext. 3371)
Director of Food Service.....	Ms. Lori Crawford	(ext. 5301)

**DANIEL BOONE ELEMENTARY STAFF**

PRINCIPAL: Al Slusser  
ASSISTANT PRINCIPAL: Emily Wilson

*SECRETARIES*

Marilyn Powell  
Barb Hargrove

*COUNSELORS*

Kim Gish

*HEALTH ROOM*

Laurie Jansen BSN

*KINDERGARTEN*

Laura Adams  
Tracy Happe  
Millissa Greene  
Cindy Juergensmeyer  
Lynn Mueller  
Alanna Otzenberger  
Robin Sanders  
Laura Schmidt  
  
Melanie Smith  
Cheryl Swartz

*FIRST GRADE*

Lori Baker  
Lori Griesenauer  
Jamie McCulloch  
Lauren Polston  
Karen Raterman  
Debi Ringling  
Christina Sisson  
Mellissa Steward  
Aubrey Tapley  
Mike White

*ART*

Christine Erffmeyer

*SPEECH THERAPY*

Lynn Sansone

Heather Cox  
Linda DeRousse  
Marilyn Spoede

*MUSIC*

Lisa Silliman

*TITLE I*

Amy Thelen

*PHYSICAL EDUCATION*

Mike Twiehaus

*SPECIAL EDUCATION*

*Peggy Pharr*  
Jennifer Hoffman  
Jodie Polston  
Nancy Shelton

*ECSE*

*LIBRARY*

Becky Cohoon

*SPECIAL EDUCATION*

Kelly Brandenburg  
Gail Bredenkoetter  
Christy Jacquemin  
Anita Stapleton  
Stacey Emge

*WORKROOM*

*PHYSICALEDUCATION*

Michelle Blake  
Dawn Pezold

*ECSE*

Pam Brown  
Marcella Carter  
Penny Lavy  
Marcia Prior

**ACADEMIC PROGRAMS**

The various instructional programs offered at Daniel Boone Elementary will be developed with the view toward maintaining balanced and sequential curricula that will serve the educational needs of our children. The curriculum will meet requirements established by state law, the Missouri State Board of Education and/or the Missouri Department of Elementary and Secondary Education. A written curriculum guide for all subject areas will be developed by the staff and reviewed and approved by the Board.

**NO CHILD LEFT BEHIND**

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001(Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information: Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived. Whether your child is provided services by paraprofessionals and, if so, their qualifications. What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification. In addition to the information that parents may request, districts must provide to each individual parent: Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## **INSTRUCTION**

The elementary curriculum stresses a strong basic program in reading, language, spelling, mathematics, science, social studies, health and handwriting. Students will have 950 minutes of reading/language skills and 300 minutes of math per week. Most students also have 220 minutes of art, music, library and counseling per week. Students will have 150 minutes a week of physical education.

## **GUIDANCE**

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally and socially. This is accomplished in several ways:

- a. By helping new students feel at home in our school with new teachers and friends.
- b. Holding individual conferences whenever a student, teacher or the counselor deems it necessary.
- c. Provide a testing program designed to help students learn as much as possible about their capabilities.
- d. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.

## **PHYSICAL EDUCATION PROGRAM**

All children are expected to participate in the school's physical education classes. If a child is recovering from an illness or for some similar reason, and he/she should not participate in physical education, send a note stating problems to the physical education teacher. If there is some reason why your child should not participate for several days or should never participate, send a doctor's statement to that effect.

All children need to wear tennis shoes in the gym for their protection. It is very easy to slip and fall when wearing street shoes. Also, the use of tennis shoes will protect the floor.

## **RECESS/PLAYGROUND POLICIES**

School employees supervise play periods. Children are expected to participate in play activities unless excused for medical reasons. Weather permitting, students are given recess time each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Shorter outside recess times are scheduled on very cold days.

All children are expected to go outdoors unless the weather is severe, then all students will remain indoors. Always dress your child for outside recess.

Only children with medical excuses are allowed to remain in the building during scheduled outside recess. A dated note is required each day your child must remain inside for health reasons.

### **HOMEWORK**

Homework is a teacher-planned activity related to classroom objectives. Homework not only reinforces the learning that takes place in the classroom but also helps the child learn responsibility. Different teachers will assign different amounts of homework at different times. It is a good habit to read with your child every night for 10-15 minutes. As your child begins reading, let them read to you and then read independently. As your child gets older, reading time can be lengthened to 20-30 minutes per night, depending on how much time your child can handle. First grade children may also have spelling words to practice, math facts to learn (addition, subtraction, multiplication, and division facts), or special projects.

Parent-teacher-student teamwork paves the way to successful homework. Some suggestions are offered for parents in helping with homework.

- ✓ Provide a suitable place for work and study.
- ✓ Provide a dictionary, encyclopedia, and other resource materials.
- ✓ Assist with drill and routine work.
- ✓ Give encouragement and show interest, but avoid undue pressure.
- ✓ Exercise patience in helping your child and take breaks as needed.
- ✓ Work out a schedule for family activities and study time so that they do not interfere with each other.
- ✓ See that your child uses their time wisely while studying.
- ✓ Parents should never do the work for their child but assistance and encouragement are important.

### **PARENT TEACHER CONFERENCES**

There are two scheduled parent conferences. One is held in the fall and the other is in the spring. The dates and times for the 09-10 school year are: October 28 from 2:00 – 8:00, October 29 1:00 – 8:00 and March 26 from 10:00 -6:00. These parent teacher conferences are also listed on the calendar pages. In addition to the scheduled conference days a parent may visit their child's teacher by contacting the teacher or the office for an appointment.

## REPORT CARDS

Marks serve several necessary educational purposes: One is to inform parents how their child is progressing in school, socially and academically. A second is to help the student see themselves as learners and set their goals for further areas of learning. Report cards are issued at the end of each quarter (9-week period). The cards are to be signed and returned to school. In addition, progress reports will be sent home on all students at mid-quarter to inform parents of their child's progress. The grades for first, second, and third grades are as follows:

### 1<sup>st</sup> Grade Grading Scale

A	95 – 100	C	73 – 76
A-	90 – 94	C-	70 – 72
B+	87 – 89	D+	67 – 69
B	83 – 86	D	63 – 66
B-	80 – 82	D-	60 – 62
C+	77 - 79	F	0 - 59

Report cards will also be marked with:

S – Satisfactory  
I – Improving  
U - Unsatisfactory

**Kindergarten children will not receive letter grades. Students will be rated by specific objectives.**

### **Progress Reports:**

**1<sup>st</sup> quarter September 25**

### **Conferences**

**2<sup>nd</sup> quarter November 25**

**3<sup>rd</sup> quarter February 20**

**4<sup>th</sup> quarter April 23**

### **Report Cards:**

**1<sup>st</sup> quarter October 29-30 Parent/Teacher**

**2<sup>nd</sup> quarter January 4**

**3<sup>rd</sup> quarter March 26 Parent/Teacher Conferences**

**4<sup>th</sup> quarter May 21 Last day of school**

## HEALTH ROOM

Health office is provided for emergency handling of accidents or sudden illnesses that occur at school. Children who are ill should not be sent to school.

Guidelines to determine when your child should remain at home:

- a. If a rash is present that has not been evaluated by a physician. (Other than poison ivy or other non-contagious previously diagnosed rashes like psoriasis).
- b. If your child vomits and continues to experience nausea and/or vomiting.
- c. If your child's oral temperature exceeds 100 degrees F or is 1 or 2 degrees above your child's normal temperature. A child with such a fever should remain at home for 24 hours after the temperature returns to normal.
- d. If your child complains of severe, persistent pain, the symptom should be referred to a physician for evaluation.
- e. If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn.
- f. If there are signs of conjunctivitis ("pinkeye") with matter from one or both eyes, itching, or crust on eyelids, the child should be evaluated by a physician.
- g. If there are open sores that have not been evaluated by a physician.
- h. If there are signs of infection with lice (nits in hair, itchy scalp) the child should be evaluated for treatment with a pediculicide (special shampoo that kills head lice).

No pupil shall attend school while afflicted with any communicable disease or while able to transmit it. The school may require a pupil to be examined by a physician and to provide a written statement of health before reentering school. Any pupil not complying may be excluded from school.

The Board of Education refuses to pay any medical bills presented for a pupil's injuries sustained while at school.

In the event that a child's safety is deemed at risk due to illness or injury, an emergency vehicle will be summoned to provide immediate care at the parent's expense.

Emergency medical cards are very important. It is the school's way to reach you if your child is injured or is ill. It is also the place for you to up-date any medical information about your child yearly, such as medication or health problems. It is vital that you keep these numbers up to date. Please send in any change of address, employment, babysitter or phone number.

### **EMERGENCY CARDS**

Each student has an "emergency card" on file at school. These cards are used to contact parents in emergency health situations as well as many other kinds of necessary communications. The home address, home phone number, work phone number and names and phone numbers of two close family friends and/or relatives are listed on the cards. It is the responsibility of each parent to inform Daniel Boone School office when the home address, a phone number or a contact

person changes. This information is crucial to the health and well being of your child. We strongly encourage parents not to forget to keep us updated. Please make careful choices in people that you list to care for your child.

- a. Relatives or close friends who live in the Warrenton area.
- b. Make sure that they have a way to pick your child up.
- c. Let them know that you have chosen them to care for your child and ask that they contact you as soon as possible.
- d. Please put a Safe Code on the card in case you have to call and change your child's routine at the end of the day. Examples: Pet's name, Nickname, and parent's birthdate

### **IMMUNIZATION POLICY**

Every pupil must comply with the state immunization law. Parents must provide the school with information to show that their child has received the required immunizations. Students who do not have up-to-date records will not be allowed to attend school.

### **MEDICATION POLICY JHCD Adopted 2008**

The Warren County R-III School District is not legally obligated to administer medication to students unless specifically included in a Section 504 Accommodation Plan or an Individualized Education Program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district's educational services. Further, the district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Therefore, the superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. The nurse or designee must maintain thorough documentation of all medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the Physician's Desk Reference (PDR) or other recognized medical or pharmaceutical text. The district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

### **Over-the-Counter Medications**

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by a parent/guardian. The district will provide Advil or generic substitute, Tylenol or generic substitute, upon written permission from parent/guardian up to six (6) doses per semester. Further dosage will only occur with written doctors permission. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

### **Prescription Medications**

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

Medication must have a pharmaceutical label with:

- a. Child's name
- b. Name of the medication, instruction as to dosage, time, etc.
- c. Name of the doctor prescribing the medication.
- d. Current dates.

Students who require emergency medication should have their medication properly labeled as described above. Specific written instruction must be provided as to when and under what circumstances medication is to be given. This information should be provided and signed by student's doctor annually.

### **LICE POLICY**

The Warren County R-III School District has adopted the state recommended "No-Nit Policy" to handle the head lice problem. The elementary children's heads will be checked at the beginning and periodically throughout the school year. Any one that has nits will not be allowed to attend school until all nits have been removed.

## **STUDENT ABSENCES AND EXCUSES JED Adopted 2008**

The Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. At least one (1) study identified attendance as the single greatest indicator of student achievement.

The Board further recognizes that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. State law authorizes school boards to make all needful rules for organization and government in the district.

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Warren County R-III School District.

### **Development of Rules and Procedures**

The superintendent, with the assistance of building-level administrators and other administrative and professional staff, shall establish rules and procedures for student attendance within the district. The primary purpose of the district's attendance rules and procedures shall be to change behavior, not to punish students. Such rules and procedures shall be

published on the district's website and in appropriate handbooks and shall be subject to review by the Board of Education. The administration will develop rules and procedures that minimally include:

1. Clear and reasonable attendance standards with consistently enforced consequences for violating those standards.
2. Early intervention strategies for students in primary and elementary grades.
3. Targeted intervention strategies.
4. Strategies to increase engagement with students and families.

In developing these rules and procedures, the administration will collect data to determine why students are absent. Data collected will include, but not be limited to:

1. Reasons for student absences.
2. Family attitudes toward school attendance.
3. The extent to which frequently absent students feel engaged with the school.
4. The extent to which family members of students who are frequently absent feel engaged in student learning.
5. Academic needs of frequently absent students.
6. Nonacademic service needs of frequently absent students.

In response to the data collected, the superintendent or designee will implement one (1) or more of the following strategies:

1. Academic support programs for students and families.
2. Use of alternative educational methods, such as distance learning and homebound instruction.
3. Use of available, appropriate community resources.
4. Staff-Student advisory or mentoring programs designed to increase student engagement with the school.

5. Procedures for student and family contact when students are absent.

No rule or procedure will preclude a student from making up work missed due to any type of absence, including absences due to suspension up to ten (10) days in a semester. After the tenth unexcused absence or tenth day of OSS accrued in a semester or the combination of both unexcused absences and OSS, no credit will be earned for that work

Regular school attendance is important, as class time lost cannot be made up. When students must miss school, it is their responsibility to see that assignments are made up.

Students are expected to be in school except in cases of emergency or for these reasons:

- a. Personal illness. The school may require a doctor's statement.
- b. Illness in the family. School work needs to be kept current.
- c. Death of a relative.
- d. Observance of a religious holiday.

Steps to follow when absent:

- a. Parents or guardians must write an excuse to the teacher, giving name, day(s) of absence, reason and signature.
- b. Ask the teacher for make-up assignments. Assignments not made up will be reflected in the student's grades. Each student is responsible for seeing that make-up work is completed.
- c. Absence notes must be turned into the school within 2 days after the student returns to school. After 2 days from the students return the absence will be considered unexcused.

If a child misses more than 5 days per quarter or an accumulation of 10 days during the year a letter will be mailed to the parent/guardian. A conference may be held with the parent/guardian, teacher and principal to determine the status of the student's progress. The conference could be waived in case of illness or other factors deemed appropriate by the principal and teacher if the proper documentation is on file.

Absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. If necessary the child may be placed on an academic plan to set forth strategies for future success and requirements that must be met on the part of the family and the school. If excessive absenteeism continues, school officials shall contact outside social or state agencies

### **EARLY DISMISSAL/TARDIES**

Punctuality is part of attendance. Students should be in class on time. Any student not in his/her classroom when the bell rings shall be considered tardy unless previously excused by the principal. When buses are late, students are not counted tardy.

If a child is tardy more than 5 days per quarter or an accumulation of 10 days during the year a letter will be mailed to the parent/guardian. A conference may be held with the parent/guardian, teacher and principal. Persistent tardiness creates a genuine hardship for a student and is regarded as a very serious problem. If excessive tardiness continues, school officials shall contact outside social or state agencies.

When it is necessary for a child to leave school during the day, parents must first go to the office to sign the child out. **The parent/guardian must show an ID to verify who they are and be on the students contact list.** Likewise, when the child is late coming to school, the student must first go to the office to sign in. The office will issue a hall pass, which should be given to the teacher. Tardies and early checkouts will count against a student's perfect attendance.

### **PERFECT ATTENDANCE**

Perfect attendance is defined as 100% attendance. ***To qualify for perfect attendance distinction, children should have no absences, no tardies and may not be signed out early.***

### **WARREN COUNTY R-III STUDENT DISCIPLINE POLICY**

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities and events.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the superintendent, or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may

suspend a student for up to one hundred eighty (180) days; however, expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to the review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Anytime a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to either contact the parent/guardian by written notice delivered by the student, through the mail or by direct telephone.

Daniel Boone Elementary is committed to preparing students for their responsibilities as adults in a democratic society. To accomplish this goal, there must be respect and mutual trust among parent, teacher, and student. Therefore, discipline should be consistent and reasonable and should strive to facilitate the development of the student's self-control and self-discipline. In this regard, student discipline becomes an integral component of the educational process and a symbol of the commitment of parents, students and administrators to the maintenance of an effective learning environment.

All students are expected to follow school rules and to show proper respect to other students, teachers, and supervisors. Students who misbehave will be disciplined by their teachers or immediate supervisor. Offenses covered in the policy are: arson, bus misconduct, classroom disruption, computer misuse, controlled substances, alcohol possession/use, disrespect/insubordination, extortion, false alarm, fighting, gambling, gang related activities, harassment-racial/ethnic, harassment-sexual, horseplay, intimidation or threats, intolerant communications towards a student, intolerant communications towards a staff member, leaving class without permission, physical assault of student, physical assault of personnel, physically endangering behavior, public display of affection, tobacco possession/use, truancy, vandalism, and weapons. Discipline procedures are to be commensurate with the age and special needs of the student. To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student book bag, or student locker following the guidelines in the Warren Co. R-III Student Disciplinary Policy.

### **Audio and Visual Recording Policy KKB Adopted 2008**

#### **Recording by Students**

The Warren County R-III School District prohibits the use or display of video or audio recording equipment, including **cellular devices**, on district property or at district activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or



**Non-Firearm Possession**

First Offense PC, confiscate weapon, contact LA, 10 days OSS

Second and Third offense Referral to superintendent, rec. LT

**Firearms Loaded or Unloaded**

First Offense PC, confiscate weapon, contact LA, 10 days OSS

Second and Third offense Referral to the superintendent, recommend LT up to expulsion

**Non-Firearm Use or Attempted Use**

First Offense Contact LA, confiscate weapon, PC, 10 days OSS, poss.

Second and Third offense Recommendation for LT or expulsion

**Non-Firearm Possession**

First Offense Contact LA, confiscate weapon, PC, 1-10 days OSS, poss.

Second and Third offense Recommendation for LT or expulsion

**Category II Weapons: Poisons, numchucks, throwing stars or other devices that could be used as a weapon to threaten others.**

**Use or Attempted Use**

First Offense PC, confiscate weapon, contact LA, 10 days OSS

**Second and Third offense Referral to superintendent rec. LT**

**Possession**

First and Subsequent offenses PC, counseling, confiscate weapon, poss. contact with LA, poss. OSS

## Use or Attempted Use

First and Subsequent offenses PC, confiscate object, 1-10 days OSS, poss. rec. LT or expulsion, contact LA

## Possession

First and Subsequent offenses Confiscate object, PC, 1-10 days OSS, contact LA

**Category III Weapons (other items which will be viewed as weapons): Fireworks, firecrackers and smoke bombs, throwing darts, laser pointers, nuisance items and toys, unauthorized tools, mace, etc. NOTE: Any knife may be classified as a Category I Weapon regardless of blade length.**

## First and Subsequent Offenses

## Possession or Use

First and Subsequent offenses PC, counseling, confiscate object, poss. TO, poss. contact with LA, poss. detention, poss. ISS, poss. OSS

Daniel Boone participates in the school-wide Positive Behavioral Support system (PBS). This is a proactive systems approach to school-wide discipline designed to be responsive to current social and educational challenges. Effective Behavioral Support strategies are implemented at the school-wide, specific setting, classroom, and individual student level. There are six essential components to school-wide PBS:

1. Common purpose and approach to discipline.
2. Clear set of expectations and behaviors.
3. Procedures for teaching expected behavior.
4. Continuum of procedures for encouraging expected behaviors.
5. Continuum of procedures for discouraging inappropriate behaviors.
6. Procedures for ongoing monitoring.

## **Daniel Boone's BIG THREE** (Clear, Defined Expected Behaviors)

- **RESPECT** – A willingness to show consideration, tolerance and good manners toward others and their property.
- **RESPONSIBILITY**– A willingness to be accountable for your own actions.

- **SAFE**– A willingness to be safe and promote safety through out the school.

### **GENERAL SCHOOL RULES**

In a school, it is necessary that rules and regulations be established for the safety and well being of all. Each student is expected to recognize that the school's authority extends from within the building itself, to the playground, to the busses and finally to the bus stop. One of the most important lessons education should teach is discipline. Some of the more common rules are listed below.

- a. Students are to follow the instructions of the teacher in the classroom.
- b. Smoking, alcohol, and drugs (unless prescription with student's name) are forbidden.
- c. Profanity and fighting are also forbidden.
- d. Students are not to engage in any action that is potentially or actually harmful to the safety of other students or adults (running in the halls, throwing objects, fighting, pushing or shoving, etc.).
- e. Students are not to deliberately damage any school property. If intentional destruction of school property occurs the offending student(s) will make restitution.
- f. The goal of the school is to teach the student. Students are asked to leave all toys and other objects at home, unless permitted by the teacher. The school will not take responsibility for any object brought from home that is lost or damaged.
- g. Students will use the playground equipment in accordance with good safety rules. These rules will be explained and enforced by each classroom teacher.
- h. Students are not to leave the classroom without permission or to be absent from school without proper reason.
- i. Skateboards, Frisbees, scooters, roller blades and hard balls (baseballs & softballs) are not permitted at school.
- j. Toys, video games & radios are not to be brought to school. A teacher can give a student permission to bring one of these items for a class. The item may be held by the teacher or principal for parents to pick up. The school will not be responsible for loss of, or damage to, any toy (including balls kicked on the roof of the school), video game or radio a student does bring to school.
- k. Students will respect other students and other student's property. If intentional destruction of student's property occurs, the offending student(s) will be expected to make restitution.

### **BUS REGULATIONS**

Students are eligible to ride a school bus if they reside one mile or more from school. Children that live less than a mile from school must find other transportation or walk to school.

- a. Students will be assigned to a bus and bus stop according to their home address. In a special case when parents/guardians have a valid reason to have their child assigned to an alternate regular stop, communication requesting such a change shall be directed to and approved by the office of the Director of Transportation.
- b. Students who come to school on the bus should return home on the bus unless they have a note from their parents. **All notes regarding the bus need to be given to the teacher when the student arrives at school not the bus driver.**
- c. Riding the school bus is a privilege. Improper conduct on the bus will result in that privilege being denied.
- d. Only students who are eligible for transportation are to ride the school bus.
- e. Bus students are to go immediately to the busses as soon as they are dismissed.
- f. **Phone requests to change a bus or method of transportation home can only be accepted in emergencies and then only if made before 1:00 p.m. The nature of the emergency must be disclosed to make a request. Examples of this would be car accident, physical injury, a death, or an unscheduled unavoidable incident. A safe code will be asked to verify that the person calling is the parent/guardian.**
- g. **An adult must meet kindergarten children at the bus stop. Kindergarten children will not be allowed off the bus if an adult is not there to meet them.**

### **CAFETERIA - BREAKFAST AND LUNCH**

Hot lunches and breakfasts are provided in the school cafeteria. Lunch and breakfast costs are set by the Board of Education in August. Food Service will have a table at the Back to School Night. Parents can then find out what will be the costs for lunch and breakfast. Parents can prepay for lunch and breakfast at that time. All checks should be made payable to Warren County R-III Schools.

Free or reduced lunches are available to eligible families. Application forms are available in the office. Students who wish to bring lunch may do so. If a student wants to buy milk, they may do so.

Every student is eligible to purchase extras. To help make our cafeteria more efficient we have a form in the office that parents can complete giving their children permission to purchase extras. The children must have cash or money in their account to purchase extras.

### **IN CASE OF BAD WEATHER**

Announcement of school closing will be made by radio stations KWRE (730 am) or KFAV / V100 (99.9 fm) and you will get an automated phone call for the school district. These announcements are repeated at intervals of about 15 minutes or so. The name of the school district is Warren County R-III.

The school office will send home early dismissal forms for the parents to complete and return to school. The information on this form is used in the event we have to dismiss school early because of bad weather or extreme heat. If a change in routine becomes necessary during the year, please contact the office.

### **PICK UP AND DELIVERY OF STUDENTS OTHER THAN BY BUS**

For the safety of all students, we ask your cooperation in picking up and dropping off your children on either Vosholl or Kuhl Avenue. Please do not drop off or pick up children in the playground area behind the school building. Parents of kindergarten children should use the east circle drive.

Parents who pick-up their children at the end of the school day are asked not to wait or meet their children outside of their classroom. This causes an interruption in classes and there is a lot of confusion when children are taken to the busses or dismissed to walk. Please wait and/or pick-up students next to the office or in the lobby area. Your cooperation in these matters will be greatly appreciated.

**Phone requests to change a routine for the end of the day routine can only be accepted in emergencies and then only if made before 1:00 p.m. The nature of the emergency must be disclosed to make a request. Examples of this would be car accident, physical injury, a death, or an unscheduled unavoidable incident. A safe code will be asked to verify that the person calling is the parent/guardian.**

**If you are meeting other students from other buildings (Rebecca Boone, Warrior Ridge), they will be exiting at door number 10 onto Vosholl circle drive.**

### **DRESS**

All students are expected to dress properly. School dress should be neat and casual and not cause disruptive or undue attention. The following clothing is not permitted:

- Clothing that promotes tobacco, alcoholic beverages, controlled substances, weapons, or suggestive language or obscene pictures. Students who wear inappropriate shirts will be asked to wear them inside out.
- Gang related apparel.
- Revealing clothing, but not limited to, spaghetti straps, strapless or backless shirts/dresses, sagging pants or shorts that reveals underwear, midriff (bare) tops, and side less shirts. A parent may be called to bring their child a change of clothing or the child may borrow something from the health room.

At times the children sit on the floor and are active in physical education and at recess. Girls that wear short skirts should wear shorts under their skirts so they are comfortable throughout the school day in any of our activities. Students are expected to follow the dress code at all school-sponsored activities. This includes school programs, field trips, and athletic events.

### **VISITATION OF FRIENDS OR RELATIVES**

Students from other schools who are friends or relatives of Daniel Boone students will not be allowed to attend school for a day at Daniel Boone. Parents of students on the other hand are invited to visit the classroom when they have scheduled time with the teacher or eat lunch with their student. When a visitor arrives at school, he/she must sign in at the office.

### **TELEPHONE**

Students will not be permitted to use the office phone except in emergency situations and only with the teacher's permission. In the event that a student receives a call, he/she will be called out of the class only in the case of an emergency.

### **LOST AND FOUND**

Articles found in and around the school should be put in the lost and found. Students and parents are encouraged to check there periodically for lost items. Any item not claimed will be given to charity at Christmas break and at the end of the school year.

### **BALLOONS, FLOWERS AND GIFTS**

We discourage the delivery of balloons, flowers, gifts, etc. to school. These items will not be delivered to the classroom. This causes an interruption in instructional time. Students may not take balloons and glass containers on the bus.

### **DIRECTORY ASSISTANCE**

Please be advised that the school district will release "directory information" concerning your child upon request. This could include the following information; student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received photographs and the most recent school attended. If you do not want this type of information about your child released, we must have a letter from the parent/guardian by September 15 of the current school year stating you do not want your child's information included in directory information.

## **PARENT TEACHER ORGANIZATION**

Our PTO does a tremendous job of fostering and promoting a positive educational program. We invite you to become involved with our PTO. We need volunteers, room mothers, officers, and committee chairpersons. You could make a meaningful contribution to our school and your child.

PTO meetings are scheduled for the following dates:

September 3	5:30 p.m.	February 4	5:30 p.m.
October 1	5:30 p.m.	March 4	5:30 p.m.
November 5	5:30 p.m.	April 1	5:30 p.m.
December 3	5:30 p.m.	May 6	5:30 p.m.
January 7	5:30 p.m.		

## **ROOM PARTIES**

Your child's class will have three parties during the school year. Room mothers will be asked to plan and help with the parties.

Fall party.....	Friday, October 23
Christmas party.....	Wednesday, December 23
Valentine's Day party.....	Friday, February 12

## **P.T.O. OFFICERS 2009-2010**

President	David Housewright
Vice President	Kevin Williams
Secretary	Brandi Yankey
Treasurer	Lisa Garland
Member at Large	Brandi Tittlel
Member at Large	Brian Toebben
Member at Large	Becky Toebben
Member at Large	Stacey Oberhaus
Member at Large	Becky Cohoon

## P.T.O. COMMITTEES

**Ongoing Fund Raising Committees** – These are fund raising committees that continue throughout the year.

- Box Tops for Education – Parents send in the Box Tops for Education labels off General Mills' products and send them to school. The committee counts and bundles the box tops and sends them to the company.
- Moser's Receipts Committee – This committee organizes and submits receipts from Moser's grocery store that parents have sent to school.

**Race to Read Committee** – This committee organizes the at home reading program. It is responsible for sending out the information, collecting the student record sheets, moving the feet on the Race to Read boards and organizing rewards.

**Calendar Committee** – This committee functions in the late spring and summer. It is responsible for selling ads and getting this student handbook printed.

**Fall Fund Raiser Committee** - Each year a fund raiser is held to make money to pay for P.T.O. sponsored activities and purchase items for the school. This is an important source of income for our school. In the past, the money has been used for many things including computers, playground equipment, computer software, books, field trips, assemblies, and inside recess games.

**Skate Night** - Daniel Boone Skate Nights will be held at the Skate barn.

**Teacher Appreciation** - Members of this committee provide a meal for the teachers on the nights of Parent - Teacher Conferences. This is a way to show the teachers how much we appreciate what they are doing for our children. Since the teachers usually do not have time between conferences to go out to get dinner, they really appreciate having this done for them.

**Room Parent Coordinator** - The purpose of this person is to make sure that every classroom has a room parent in charge of the Fall, Christmas, and Valentine parties. The children look forward to these school parties, so it is important to be sure that someone is planning a party for each classroom.

## 2009-2010 P.T.O. AND SCHOOL ACTIVITIES

August 18.....	Back to School Night
August 20.....	First Day of School
<b>August 28.....</b>	<b>12:30 p.m., Early Dismissal for Curriculum and Staff Development</b>
September 3.....	PTO Meeting
September 3.....	Picture Day
September 5.....	Schwan's Fundraiser
September 7.....	Labor Day-No School
<b>September 11.....</b>	<b>12:30 p.m., Early Dismissal for Curriculum and Staff Development</b>
September 15.....	Curriculum Night

September 16.....	Kindergarten Grandparent Day
September 23.....	First Grade Grandparent Day
September 25.....	Fundraiser Begins
<b>September 25.....</b>	<b>12:30 p.m., Early Dismissal for Curriculum and Staff Development</b>
October 1 .....	PTO Meeting
October 5 .....	Fundraisers Ends
<b>October 9 .....</b>	<b>12:30 p.m., Early Dismissal for Curriculum and Staff Development</b>
October 17 .....	Schwan's Fundraiser
October 22 .....	Picture retakes
October 23 .....	Fall Parties
<b>October 23 .....</b>	<b>12:30 p.m., Early Dismissal for Curriculum and Staff Development</b>
<b>October 28 .....</b>	<b>12:30 p.m. Early Dismissal Parent/Teacher Conferences 2:00-8:00pm</b>
<b>October 29 .....</b>	<b>No School Parent/Teacher Conferences 1:00-8:00pm</b>
<b>October 30 .....</b>	<b>No School</b>
November 5.....	PTO Meeting
November 10.....	1 <sup>st</sup> grade Night
November 10.....	Reading Workshop 6:30-7:00pm
November 11.....	Muffins with a Veteran
November 12.....	1 <sup>st</sup> grade Night
November 12.....	Reading Workshop 6:30-7:00
<b>November 13.....</b>	<b>12:30 p.m. Early Dismissal for Curriculum and Staff Development</b>
<b>November 20.....</b>	<b>Movie Night 6:30</b>
<b>November 25.....</b>	<b>12:30 p.m. Early Dismissal for Thanksgiving</b>
<b>November 26&amp; 27 .....</b>	<b>Thanksgiving Vacation - No School</b>
December 3 .....	PTO Meeting
<b>December 11 .....</b>	<b>12:30 p.m. Early Dismissal for Curriculum and Staff Development</b>
<b>December 14-18.....</b>	<b>Kid's Korner Gift Shop</b>
December 23.....	1 <sup>st</sup> semester cut-off for Race to Read
<b>December 23.....</b>	<b>12:30 p.m., Early Dismissal for Christmas Vacation</b>
	Christmas Parties
<b>December 24-January 1 .....</b>	<b>Christmas Vacation - No School</b>
January 4 .....	Classes Resume
January 7 .....	PTO Meeting
<b>January 8 .....</b>	<b>12:30 p.m., Early Dismissal for Curriculum and Staff Development</b>
January 15 .....	Race to read parties
<b>January 18 .....</b>	<b>Martin Luther King Day - No School</b>
<b>January 22 .....</b>	<b>12:30 p.m., Early Dismissal for Curriculum and Staff Development</b>

February 4.....	PTO Meeting
<b>February 12.....</b>	<b>12:30 p.m., Early Dismissal for Curriculum and Staff Development</b>
February 12.....	Valentine Parties
<b>February 15.....</b>	<b>President's Day - No School</b>
<b>February 26.....</b>	<b>12:30 p.m., Early Dismissal for Curriculum and Staff Development</b>
March 4.....	PTO Meeting
March 5.....	Spring Pictures
<b>March 5.....</b>	<b>12:30 p.m., Early Dismissal for Curriculum and Staff Development</b>
<b>March 8-12.....</b>	<b>No School Spring Break</b>
March 16.....	3 <sup>rd</sup> quarter ends
<b>March 26.....</b>	<b>No School Parent/Teacher Conferences 10:00am-6:00pm</b>
April 1.....	PTO Meeting
<b>April 2.....</b>	<b>No School Good Friday</b>
April 13-15.....	1 <sup>st</sup> grade STAT 10 Testing
April 20-22.....	1 <sup>st</sup> grade STAT 10 Testing
May 1.....	Schwan's Fundraiser
May 4.....	Reading workshop 6:30-7:00
May 4.....	Kindergarten Night
May 4.....	Teacher Appreciation Day
May 6.....	Kindergarten Night
May 6.....	Reading workshop 6:30-7:00
<b>May 7.....</b>	<b>12:30 p.m., Early Dismissal for Curriculum and Staff Development</b>
May 7.....	Muffins with Mom
May 7.....	2 <sup>nd</sup> Semester Cut-Off for Race to Read
May 14.....	Muffins with Dad
May 14.....	Race to Read Parties
<b>May 21.....</b>	<b>12:30 p.m. Early Dismissal—Last Day of School Fourth quarter ends</b>
May 24-May 28.....	Maybe used for make-up days.

### PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Warren County R-III School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders,

hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Warren County R-III School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Warren County R-III School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Warren County R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Warren County R-III School District Special Education Office, 302 Kuhl Ave., Warrenton, Missouri, Monday through Friday, 8:00 a.m. to 3:00 p.m.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. The census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Warren County R-III School District Special Education Office.

This notice will be provided in native languages as appropriate.